

## **State and Local Services for Kansas City BRAC Affected Employees Handbook**

The Missouri Career Centers located in the Kansas City metropolitan area are operated by the Full Employment Council (FEC). These one-stop centers offer a wide range of employment and training services all under one roof. FEC can assess your skill levels, provide various kinds of training, and provide job leads specifically for you.

Career Center staff will be available to answer questions and assist you towards your goal of obtaining a new career. Please note that while many services are available to the general public, you must be eligible as a Dislocated Worker in order for you to apply for intensive and training service levels.

Formal employee informational, or outplacement meetings, called Rapid Responses, are to be scheduled beginning in October during which time services will be explained in detail to those attending.

This handbook, as well as services mentioned, is designed to provide vital information to the workers of the Defense Finance and Accounting Service (DFAS), United States Marine Corps (USMC) Mobilization Command and the Navy Recruiting District Headquarters being affected by the Base Realignment and Closure (BRAC).



## Before Separation

**Registration** - Clients interested in outplacement services through FEC must be registered on [www.greathires.org](http://www.greathires.org), the State of Missouri's labor exchange website. Registration is also required when filing a claim for unemployment insurance benefits.

1. Why do I have to register?  
Outplacement services are federally funded through the Workforce Investment Act (WIA) of 1998 requiring participants to have a completed registration on the respective state workforce development website in order to receive benefits. Unemployment insurance agencies also require beneficiaries to be registered.
2. Where and how do I register?  
Registration can be accomplished from any computer with internet access. Instructions will walk you through the necessary steps to complete registration. The registration should be comprehensive, including all pertinent skills and previous employment, as employers can and will view your on-line resume.  
Career Centers have resource rooms with staff available to assist with registration.
3. What if I live in Kansas?  
Kansas residents can seek and obtain services in both Kansas and Missouri.

Kansas Workforce Center Locations		
Kansas City Office 552 State Avenue Kansas City, KS 66101 (913) 281 – 3000	Leavenworth Office 515 Limit Street Leavenworth, KS 66048 (913) 682-4152	Overland Park Office 8417 Santa Fe Drive Overland Park, KS 66212 (913) 642-8484

**Orientation/Eligibility** - Orientation and eligibility sessions are conducted several times daily, offering an overview of services available at the Missouri Career Centers. Locations are listed at the end of the document.

1. Where do I go for orientation?  
Orientation is available at any Full Employment Council/Missouri Career Center.
2. Do I need to bring anything?  
Yes. Please bring a government issued photo ID, such as a driver's license or passport, your social security card or birth certificate, and layoff notification.
3. How long does orientation take?  
Orientation lasts approximately 15 minutes. This includes an overview of the services available, information and documents processing for program eligibility.

**WorkKeys® Assessment** - WorkKeys is a job skills assessment system measuring "real world" skills that employers know are critical to job success. These skills assessments are valuable for any occupation and at any level of education.

1. Where do I take WorkKeys?  
WorkKeys will be available on site during work hours. Dates and times to be determined.  
  
WorkKeys will also be administered at the full service Missouri Career Centers. Assessments are conducted at 8:30 a.m. and 1 p.m., Monday through Thursday, Friday at 1 p.m. and 9:00 a.m. on Saturday at the 1740 Paseo office only.
2. How long does the assessment take?  
WorkKeys is a timed assessment and takes approximately 3 hours to complete.
3. Why do I need to take WorkKeys and what happens with the results?  
The results show prospective employers skill measurement achievement. They are also useful in determining skill improvement and training needs.



**Career Options Workshops** - Workshops will not be a series of traditional school lectures, but instead will feature mini-lectures followed by activities, interaction and practice of the skills you are learning. At the end of the workshop, you may leave a draft of your resume with the workshop leaders; it will be word processed, and a letter quality copy returned to you. Visit <http://outreach.missouri.edu/career/options> for details.

1. Where do I attend Career Options?  
This workshop will be available on site during working hours. Dates and times to be determined.
2. How do I sign up?  
There will be a sign up sheet following each Rapid Response meeting.

**FastTrac NewVenture Workshops** - A program to help dislocated workers explore and expand their potential as entrepreneurs. It is a practical, hands-on business development program designed to help individuals obtain the skills needed to create, manage, and grow successful businesses. FastTrac New Venture provides the expertise and structure necessary to help you decide whether starting a business is right for you.

1. Where do I attend FastTrac?  
This workshop will be available on site during working hours. Dates and times to be determined.
2. How do I sign up?  
There will be a sign up sheet following each Rapid Response meeting.

## After Separation

Upon completion of eligibility criterion, the following training may be available:

**On-The-Job Training (OJT)** - Earn while you learn during OJT. Participating employers provide trainees with permanent, full time employment upon successful completion of the training period.

1. How do I obtain an OJT?  
Once separation from the Federal Government has occurred, you and your career counselor will work with a job developer who assists with matching your skills and WorkKeys assessment scores to an employer's current employment opportunities.



**Classroom/Vocational Training** - Program participants may receive course financial assistance to attend WIA approved academic/vocational classes at local schools, community colleges or other educational institutions. Upon completion, students are provided job placement assistance.

1. How do I obtain training?  
Once you have separated from the Federal Government, you and your counselor will use the WorkKeys assessment, utilization of an Individual Employment Plan (IEP) to match employment interest to research appropriate training availability.
2. Can I receive any level of training?  
Generally, one year or less of certificate training is available with tuition, fees, books and supplies paid, however, participant's IEP may vary.



## **Additional Resources and Information that may be available through the Full Employment Council**

Support services are made available to clients to help them retain jobs after they complete training, as well as to assist them while engaged in a training activity.

Childcare is provided during training and/or employment based on availability.

Transportation services are provided up to 30 days during first month of employment.

Expenses for Tools, Uniforms, Eyeglasses are made available based upon client need for those persons transitioning to employment.

Unemployment Insurance is available for up to 26 weeks under normal circumstances.



## **Full Employment Council/ Missouri Career Center Locations**

### **Central Kansas City**

1740 Paseo  
Kansas City, MO 64108  
(816) 471-2330

### **Ray County**

849 E. South St.  
Richmond, MO 64085  
(816) 776-3920

### **South Kansas City**

### **Southern Jackson County**

6801-A Longview Road  
Kansas City, MO 64134  
(816) 966-0289

### **Independence**

### **Eastern Jackson County**

15301 E.23rdSt.  
Independence, MO 64055  
(816) 325-5890

### **Clay County**

### **Maplewoods Community College**

### **Northland Human Services Center**

3100 NE 83 St., Ste. 2100  
Kansas City, MO 64119  
(81 6) 468-8767

### **Platte County**

### **Platte County Resource Center**

11724 NW Plaza Circle, Ste. 500  
Kansas City, Missouri 64153  
(816) 464-4620/4612

### **Youth Opportunity Center**

1722 John "Buck" O'Neil Way  
Kansas City, MO 64108  
(816) 471-2330, ext. 216

### **Cass County Service provider**

### **West Central Missouri Community Action Agency**

109 Congress  
Belton, MO 64012  
(816) 318-3922

### **West Central Missouri Community Action Agency**

200 Oakland  
Harrisonville, MO 64701  
(816) 380-6690

### **Full Employment Council**

### **Career Assistance Program Annex**

1900 Vine St.  
Kansas City, Missouri 64108  
(81 6) 471-2330, ext. 307